

MANDATORY/REQUIRED TRAINING NEEDS AND RECORD FORM

INSTRUCTIONS: This document is a business tool used to identify and collect required/mandatory training information. It will be used to identify and record training that is required in order for an employee to perform the duties of their current work activities or to fulfill training required by Agency and Center policy, law, or regulation. It will include both on-the-job (OJT) as well as formal training activities. Developmental training is not to be documented on this form.

Supervisors must complete this form for each work activity performed within their organization. See LMS-CP-4309 for the detailed procedure.

Employees who have not completed training requirements documented below cannot work independently on the work activities for which the training is required. This form may also be used by supervisors to document OJT. The official repository for all other training records is the Office of Human Resources.

ORGANIZATION					
OFFICE OF EXTERNAL AFFAIRS					
EMPLOYEE NAME					
TRAINING REQUIRED	TRAINING METHOD	WHEN REQUIRED	DURATION	RENEWAL DATE (IF APPLICABLE)	SUPERVISOR SIGN/DATE UPON COMPLETION
ALL EMPLOYEES					
Government Ethics: Financial Disclosure filers only	Class/web-based	Within First Year	1-2 hours	Annually	
IT Security Training	Live/web-based	Within First Year	1-2 hours	Annual/as required	
LMS Policy Manual	OJT	Immediate	30 minutes	N/A	
Applicable Organization Unit Plan	OJT	Immediate	30 minutes	N/A	
Applicable LMS Center Procedures	OJT	Immediate	1 hour	N/A	
Applicable LMS Organizational Procedures	OJT	Immediate	1 hour	N/A	
Applicable Organizational Task Descriptions	OJT	Immediate	1 hour	N/A	
WebTADS Entry	OJT	Immediate	30 minutes	N/A	
NASA Strategic Plan	Self Study/Review with Supervisor	First Month	2 hours	N/A	
LaRC Strategic Plan	Self Study/Review with Supervisor	First Month	2 hours	N/A	
LaRC Implementation Plan	OJT	Within 3 months	2 hours	N/A	

Meeting Maker Calendar Software	OJT	Within First Week	30 minutes	N/A	
Eudora Pro Training	OJT	Within First Week	30 minutes	N/A	
Microsoft Office Suite	OJT/CBT/classroom	Within 1 month	8-24 hours	N/A	
Telephone System	OJT	Within First Week	30 minutes	N/A	
Netscape Access	OJT	Immediate	30 minutes	N/A	
Records Management, NPG 1441.1	OJT	Immediate	1 hour	N/A	
Center Emergency Plan	OJT	Immediate	30 minutes	N/A	
Employee Assistance Program	OJT	Immediate	30 minutes	N/A	
Public Key Infrastructure Procedures (LMS-CP-5630 and 5631)	OJT	Within 2 months	30 minutes	N/A	
FACILITY SAFETY HEAD					
Safety Training per LAPG 1740.3	Class/Video	Immediate	2 hours	Annual	
Facility Safety Head/Coordinator Guide (LAPG 1740.3)	OJT	When recommended by FSH/Supervisor	1 hour	N/A	
Facility Safety Requirements (LAPG 1740.2)	OJT	When recommended by FSH/Supervisor	1 hour	N/A	
Facility Environmental Coordinator Responsibilities	OJT	Immediate	1 hour	N/A	
Annual Training Sessions	OJT	Immediate	2 hours	Annually	
FACILITY COORDINATOR					
Facility Coordinator Training	Class	Immediate	1-4 hours	N/A	
Facility Safety Head/Coordinator Guide (LAPG 1740.3)	OJT	When recommended by Supervisor	1 hour	N/A	
Facility Safety Requirements (LAPG 1740.2)	OJT	When recommended by Supervisor	1 hour	N/A	
FACILITY ENVIRONMENTAL COORDINATOR					
Environmental Coordinator Training (LAPG 8800.1)	OJT	When Recommended by Supervisor	1 hour	N/A	
Waste Management course	Class	Immediate	1 hour	N/A	

COTR					
COTR Training	Class	Before appointment as COTR	5 days	N/A	
LMS-CP-4523, Contractor Performance Monitoring	OJT	Immediate	1 hour	N/A	
SOW Applicable Contract	OJT/Review with Supervisor	Immediate	16 hours	N/A	
Federal Contracting, The System/Process	Classroom	Within 1 year	2 days	N/A	
Writing SOWs and Source Selection	Classroom	Within 1 year	2 days	N/A	
Operating Practices in Contract Administration	Classroom	Within 1 year	2 days	N/A	
Performance Based Contracting	Classroom	Within 1 year	4 days	N/A	
CREDIT CARD HOLDER					
Credit Card Training	Class	Immediate	2 hours	N/A	
Bankcard Reconciliation System	OJT	Within 1 month	30 minutes	N/A	
EPRS (Purchase Request Approvers)	OJT	Within 1 month	30 minutes	N/A	
INFORMATION TECHNOLOGY SECURITY REPRESENTATIVE					
Conducting a Risk Assessment & Preparing the IT Security Plan	OJT	Immediate	30 minutes	N/A	
SUPERVISORS/MANAGERS					
Management & Supervisor Training (MAST)	Classroom	40 hrs within first 6 months, add 40 more first 2 years	40 hours	N/A	
Human Resources Management Overview	Classroom	40 hrs within first 6 months, add 40 more first 2 years	20 hours	N/A	
Leadership Skills	Classroom	40 hrs within first 6 months, add 40 more first 2 years	16 hours	Annually	
Resources & Financial Management Overview	Classroom	Within First Year	7 hours	N/A	
Acquisition Overview for Supervisors	Classroom	Within First Year	3 hours	N/A	

IT Security Training (Mgr Version)	Web-Based Training (WBT)	Within First Year	1 hour	Annually	
CFO Organizational and Processes Overview	Classroom	Within First Year	8 hours	N/A	
Program/Project Management Process (NPG 7120.5)	Classroom	Within First Year	8 hours	N/A	
Risk Management in the New Environment	Classroom	Within First Year	4 hours	N/A	
Conflict Resolution for Managers	Classroom	Within First Year	8 hours	N/A	
WebTADS Approval	OJT	Within First Week	1 hour	N/A	
Travel Manager Approver	Classroom/CBT	Upon EOD	2 hours	N/A	
Electronic PR System (EPRS)	OJT	Within First Month	1 hour	N/A	
Credit Card Approver Training	Classroom	Immediate	2 hours	N/A	
Safety Overview	Classroom	First year	1 hour	N/A	
Safety Training	Classroom	Annually	1 hour	N/A	
Performance Appraisal Workshop	Classroom	Immediate	8 hours	N/A	
Positive Technology Transfer Process	Video/Classroom	First year	3 hours	N/A	
Use of CAP Tracs (LMS-CP-2303)	OJT	Within 1 month	30 minutes	N/A	
Quarterly Management Review & Annual Performance Review (OUM's & Deputy OUM's)	OJT	Immediate	1 hour	N/A	
Agency Human Resource & Personnel Policies: NPD & NPG 3000 series	OJT	Immediate	2 hours	N/A	
Performance Planning and Appraisal Process	OJT	Immediate	30 minutes	N/A	
Identification & Recording of Required/Mandatory Training: LMS-CP-4309	OJT	Immediate	30 minutes	N/A	
Individual Development Plan: LMS-CP-4312	OJT	Immediate	30 minutes	N/A	
Training Needs Assessment/Off-site/On-Site Training: LMS-CP-4316	OJT	Immediate	30 minutes	N/A	
Role of Supervisor in Management: LAPG 3250.1	OJT	Immediate	30 minutes	N/A	

Probationary Period for Supervisors: LAPD 3315.1	OJT	Immediate	30 minutes	N/A	
SECRETARY/CLERICAL					
Office Correspondence Procedures (LAPG 1450.1)	Class/OJT	Immediate	8 hours	N/A	
T&A Regulations (LAPD 3630.3)	OJT	Immediate	2 hours	N/A	
EPRS	Class	Immediate	4 hours	N/A	
Copy Machine	OJT	Immediate	1 hour	N/A	
Correspondence Log Overview	OJT	Immediate	30 minutes	N/A	
Overview of Record Retention (NPG 1441.1)	OJT	Within 1 month	30 minutes	N/A	
Travel Manager	Classroom/CBT	Immediate	4 hours	N/A	
Travel Procedures	OJT	Immediate	1 hour	As revised	
Preparation and Input of weekly Key Activities	OJT	Immediate	30 minutes	N/A	
ORGANIZATION UNIT TRAINING COORDINATORS					
Training Needs Assessment, On-site & Off-site Training Process: LMS-CP-4316	OJT	Within 2 weeks	1 hour	N/A	
Required/Mandatory Training Process: LMS-CP-4309	OJT	Within 2 weeks	1 hour	N/A	
FOIA OFFICER					
Introduction to FOIA/Privacy Act	Classroom	Within 2 months & continuing	24 hours	N/A	
ORGANIZATIONAL UNIT DESIGNATE FOR LMS FEEDBACK IN CAP TRACS					
Use of Corrective, Preventative and Improvement Action Tracking System	OJT	Immediate	30 minutes	N/A	